

## **EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE (EEOAC)**

**January 29, 2002**

Prepared by: Ivonne Guzman-Cicero  
Final Version Date: 3/20/2002

### **Members Present**

Gayle Yost  
Tony Dickerson  
Yusuf Ibrahim  
Stephanie Hernandez  
Ivonne Guzman-Cicero  
Joe Guerrero  
Charles Ross  
Judy Yee  
Analisa Bevan

### **Guests Present**

Teresa Medeiros

### **Members Absent**

Chuck Owens

The meeting was called to order at 9:00 a.m. The main conference was held at the Cal/EPA Headquarters Building located in Sacramento. All El Monte members were present and there was no telephone conference from El Monte. Teresa Medeiros from the Executive Office was present in the meeting.

The December 4, 2001 EEOAC meeting was convened as scheduled, however a quorum of members was not present and therefore no formal business items were voted on.

## **APPROVAL PREVIOUS MINUTES**

The committee approved the minutes for October 24<sup>th</sup> Meeting (Author: Ivonne Guzman-Cicero) and September 25<sup>th</sup> Meeting (Author: Judy Lowder). The committee decided to postpone review and approval of minutes for August 8<sup>th</sup> Meeting (Author: Charles Ross) and March 23<sup>rd</sup> Meeting (Author: Judy Yee). C. Ross and J. Yee will e-mail all members the last draft for revision.

The committee reviewed the minute guideline and recommended several changes to facilitate the revision of the minutes. The drafts should include at the top the word draft and in parenthesis the draft date. The draft version 1, 2, 3, etc., will be eliminated. The name(s) of the member(s) who requested changes should be included at the top. The person writing the minute should incorporate all recommendations. If the meaning of

the recommendations is in conflict the note-taker should bring them for discussion to the following meeting.

To distinguish the different drafts the file name should include the meeting date and the draft date. The file name of an approved minute should include the meeting date and the word final. Examples:

*EEOAC minute 10-24-01 DRAFT (10-28-01) and EEOAC minute 10-24-01 FINAL.*

Stephanie will incorporate in the guideline all proposed changes. To standardize the minutes format, she will create a template, which will be available from the web minute guideline page. All final drafts should be submitted to Stephanie who will post them in the web site.

## **EQUAL EMPLOYMENT OPPORTUNITY REPORT**

Tony Dickerson, Ivonne Guzman-Cicero, and Charles Ross took the Equal Employment Opportunity Overview training on 1-28-02. They reported that the class and instructor were very good. The instructor Robert Gallegos has a lot of practical experience and is very well prepared; he could be an alternative instructor for ARB training.

Gayle informed the committee that it has been a policy to always offer the same training to Sacramento and El Monte Staff. Now that all CAL EPA departments are in the same building she will be in charge of all CAL-EPA EEO issues and training.

## **EEOAC PROJECTS**

The committee decided to do a Career Decision-Making seminar for upward mobility this year. Charles Ross volunteered to coordinate an El Monte event and Analisa Bevan volunteered to be on the subcommittee that will coordinate the Sacramento event. They will check the schedule of the Board meetings and special events to identify the best time between May and September. The events do not need to be in the same month. They will also start identifying potential panel candidates. Analisa recommended that a sub-group should determine speakers and agenda

## **DISABILITY ADVISORY REPORT**

Gayle Yost informed the committee that several changes in the reception counters would take place to facilitate access to persons with disabilities at Sacramento head quarter offices. At El Monte old furniture is being replaced by modular furniture complying with the security and accessibility requirements. Thirty-two inches is the required opening space to get into an office.

Judy Yee reported that in El Monte the Annex-4 lock door requires an emergency light. She had to go out in the dark because there is not a light switch close to the lock door.

The procedure to evacuate the head quarter buildings will be reviewed because currently the staff with disabilities are the last being evacuated. Staff from higher floors are concerned about it. Whenever a visitor is in the building he/she should always notify security where he/she is, so he/she could be counted in case of an emergency.

Stephanie informed the committee that there is a new revision to the Guide for Implementing Reasonable Accommodation, which was edited by the Office of Civil Rights State Personnel Board. The document is available at <http://www.spb.ca.gov/>. She also informed the committee that a LEAP exam would be available soon. Persons with disabilities interested in working for the State have access to this information.

An article about last year's El Monte Disability Awareness Event was published on 1/17/02 at the ARB AirWaves. The Committee plans to organize a disability awareness event every year. This year will be in the months of September or October.

#### **NEW BUSINESS / OPEN AGENDA**

Tony Dickerson recommended having the meetings the same day of each month. His proposal was approved and the committee decided to have the meetings the second Wednesday of each month from 9:30 to 11:30 am.

Tony Dickerson will review last year accomplishments and set the goals for this year.

Analisa Bevan will prepare and distribute the EEOAC Note-taking Duty Roster.

#### **ADJOURN**

The chairman adjourned the meeting at 11:50 a.m.